

TIME UNIT CHEAT SHEET

USE BLUE INK ONLY

AD/CASUALS

- Should have their Casual Hire Form with them at Check In. Make copy for file.
- Classification is per the Resource Order.
- **AD** is Employment Type
- Rates are Isuite AD Rates.
- *Travel home is estimated and closed out.*
- If there is a pay rate change at the incident, the incident supervisor will record the pay rate/position change on the CTR. Note in REMARKS on the OF-288. A new casual hire form is not necessary.
- Original OF-288 is given to Casual with a copy kept in Finance with original CTR and Casual Hire Form copy. (Final processing may be different depending upon the complexity of the incident.)

GS/WG

- Are full time Federal employees and would be treated the same as permanent State employees.
- CTR's should be collected and posted for Work/Rest, Hours Tracking, Cost.
- **FED** is chosen as Employment Type in Isuite, and there is no rate listed.
- *Travel time home is started and left open.*
- Original OF-288 is given to FED employee with a copy left in Finance with original CTR. (OF-288 is not used as a pay document.)

EFF/State Seasonals

- Are short term employees hired as needed by the state.
- Hire paperwork is done at the local unit/land office.
- CTR's are collected and posted.
- Use **OTHER** for Employment Type in Isuite
- Chapter 10/Blue Page rates are used based on position on Resource Order. (Actual pay rates for Seasonals only will differ from Chap 10/Blue Pages.)
- *Travel time home is started and left open.*
- Original OF-288 is given to EFF with a copy left in Finance with the original CTR.

PERMANENT STATE

- CTR's should be collected and posted for Work/Rest, Hours tracking, Cost.
- Use **OTHER** for the Employment Type in Isuite.
- Can use Chap 10/Blue Page rates for cost tracking purposes although this is not their true pay rate.
- *Travel time home is started and left open.*
- Original OF-288 is given to State employee with a copy left in Finance with original CTR. (OF-288 is not used as a pay document.)

In all instances, make sure all OF-288's are reviewed and signed by the employee prior to being Demobed.